



Office Use Only:

Application# \_\_\_\_\_ Fees Paid \_\_\_\_\_

Date Received \_\_\_\_\_ Accepted By \_\_\_\_\_

## APPLICATION FOR SPECIAL EXCEPTION CITY OF GREENVILLE, SOUTH CAROLINA

### **APPLICANT / PERMITTEE\*:**

\* \_\_\_\_\_ Name \_\_\_\_\_ Title / Organization \_\_\_\_\_

*permit may be limited to this entity.* \_\_\_\_\_

### APPLICANT'S REPRESENTATIVE:

(Optional) \_\_\_\_\_ Name \_\_\_\_\_ Title / Organization \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### **PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

### **REQUEST**

Refer to Article 19-4, Use Regulations, of the Land Management Ordinance ([www.municode.com/library/](http://www.municode.com/library/))

DESCRIPTION OF PROPOSED LAND USE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **INSTRUCTIONS**

1. The application and fee, **made payable to the City of Greenville**, must be received by the planning and development office no later than 5:00 pm of the date reflected on the attached schedule.

2. The applicant/owner must respond to the “standards” questions on page 2 of this application (you must answer “why” you believe the application meets the tests for the granting of a special exception). See also **Section 19-2.3.5, Special Exception Permit**, for additional information. You may attach a separate sheet addressing these questions.


3. You must attach a scaled drawing of the property that reflects, at a minimum, the following: (a) property lines, existing buildings, and other relevant site improvements; (b) the nature (and dimensions) of the proposed development (activity); (c) existing buildings and other relevant site improvements on adjacent properties; and, (d) topographic, natural features, etc. relevant to the requested special exception.

4. You must attach the required application fee: \$250.00

5. The administrator will review the application for “sufficiency” pursuant to **Section 19-2.2.6, Determination of Sufficiency**, prior to placing the application on the BZA agenda. If the application is determined to be “insufficient”, the administrator will contact the applicant to request that the applicant resolve the deficiencies. **You are encouraged to schedule an application conference with a planner, who will review your application for “sufficiency” at the time it is submitted. Call (864) 467-4476 to schedule an appointment.**

6. You must post the subject property at least 15 days (but not more than 18 days) prior to the scheduled hearing date.

\_\_\_\_\_ ‘Public Hearing’ signs are acknowledged as received by the applicant


  
\_\_\_\_\_  
Applicant Signature

7. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition the applicant affirms that the applicant or someone acting on the applicant’s behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

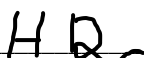
If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the Board of Zoning Appeals that granting the requested change would not likely result in the benefit the applicant seeks.

To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is \_\_\_\_\_ or is not \_\_\_\_\_ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

  
\_\_\_\_\_  
2-3-23

APPLICANT / REPRESENTATIVE SIGNATURE

DATE

  
\_\_\_\_\_  
2-3-23

PROPERTY OWNER SIGNATURE

DATE

**APPLICANT RESPONSE TO  
SECTION 19-2.3.5(D)(1), STANDARDS – SPECIAL EXCEPTION**

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED SPECIAL EXCEPTION IS CONSISTENT WITH THE COMPREHENSIVE PLAN.

---

---

---

2. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL COMPLY WITH THE STANDARDS IN **SECTION 19-4.3, USE SPECIFIC STANDARDS.**

---

---

---

3. DESCRIBE THE WAYS IN WHICH THE REQUEST IS APPROPRIATE FOR ITS LOCATION AND IS COMPATIBLE WITH THE CHARACTER OF EXISTING AND PERMITTED USES OF SURROUNDING LANDS AND WILL NOT REDUCE THE PROPERTY VALUES THEREOF.

---

---

---

4. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL MINIMIZE ADVERSE EFFECTS ON ADJACENT LANDS INCLUDING: VISUAL IMPACTS; SERVICE DELIVERY; PARKING AND LOADING; ODORS; NOISE; GLARE; AND, VIBRATION. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL NOT CREATE A NUISANCE.

---

---

---

Cooking exhaust will be discharged via rooftop fan. Noise impact will be kept to a minimum by directing amplified music towards the interior and maintaining closed doors during performances.

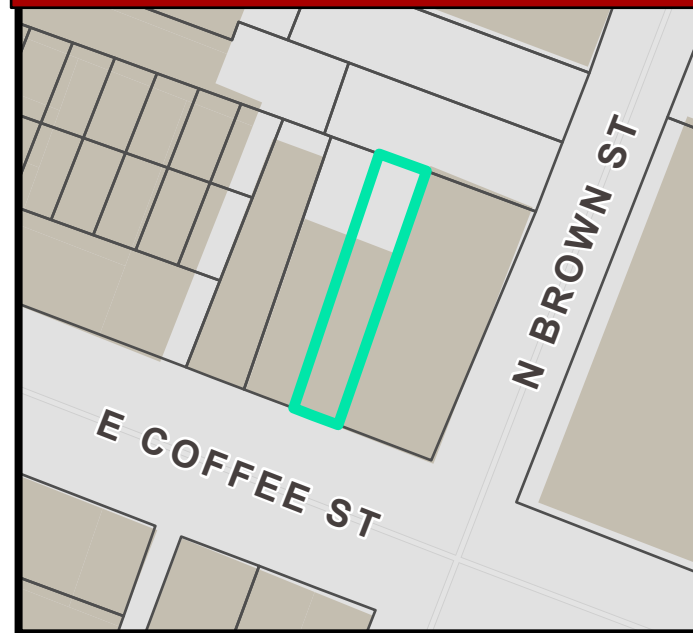
AERIAL VIEW



CURRENT ZONING

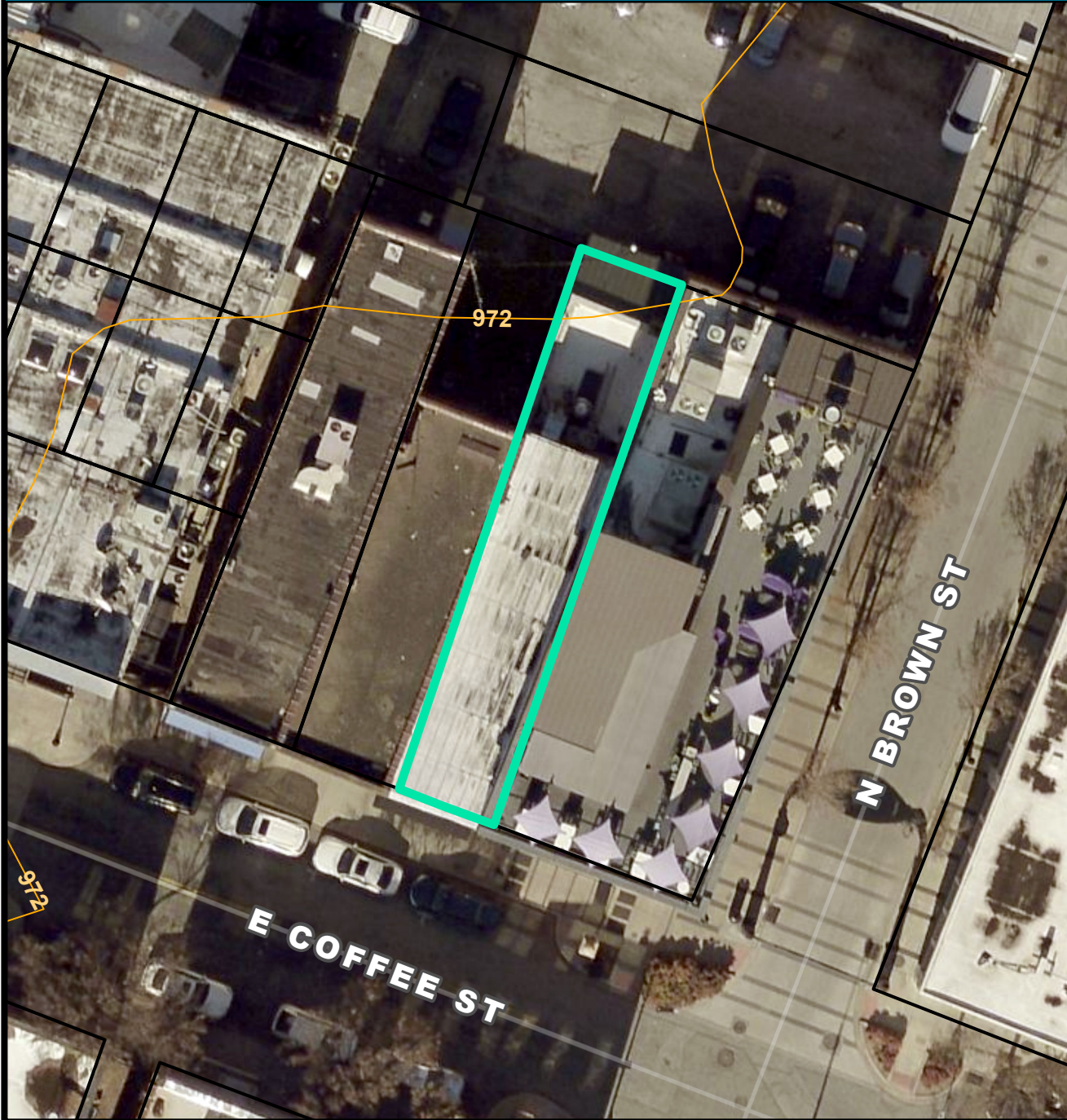


FUTURE LAND USE

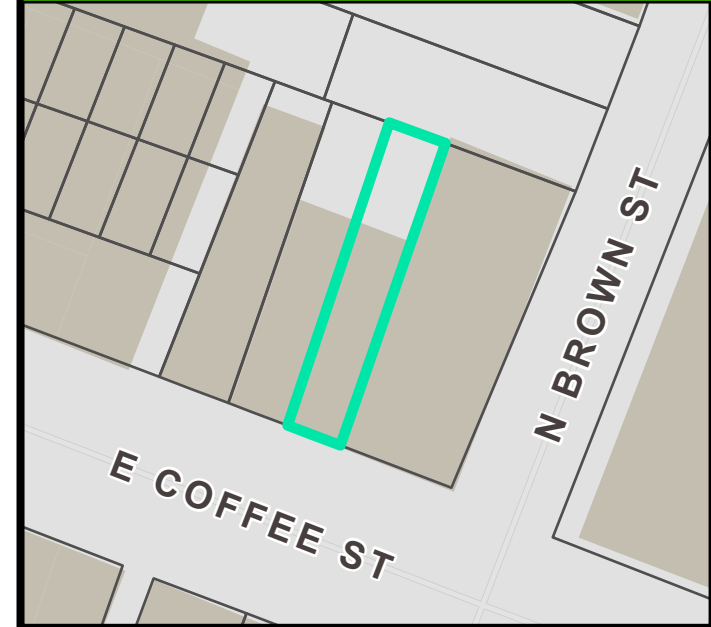




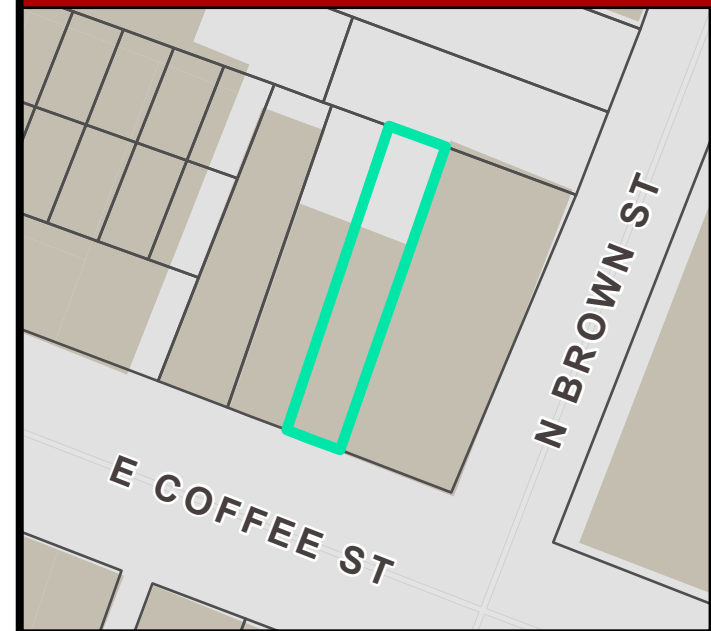
NATURAL / ENVIRONMENTAL FEATURES



SPECIAL EMPHASIS NEIGHBORHOODS



PRESERVATION OVERLAYS





## Zoning Compliance Application

## Establishments Serving Beer, Wine, Or Liquor

### Applicant

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Signature of Applicant HB Date 2-2-23

### Property Owner

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address 1 \_\_\_\_\_

Email \_\_\_\_\_

Signature of Property Owner HB Date 2-2-23

### Property Information

Address \_\_\_\_\_

TMS# \_\_\_\_\_ Zoning District Designation \_\_\_\_\_

### Description of Proposed Use

Provide details for each of the following, as applicable, on a separate sheet:

#### Operating Plan

1. Type of Use (Restaurant, Nightclub, Event Venue, Etc.)
2. Days and Hours of Operation
3. Staffing Schedule
4. Kitchen Equipment Schedule
5. Menu and Hours of Food Service
6. Parking for Customers and Employees
7. Designated Smoking Area
8. Type of Entertainment and Duration
9. Closing / "Last Call" Procedures

#### Seating Plan

1. Provide a floor plan, drawn to scale, by a registered South Carolina architect. The plan must demonstrate the proposed occupancy with calculations based on the current adopted building code.
2. Schedule a feasibility inspection of the property: 864.467.4457

#### Security Procedures

1. Number and Type of Designated Security Staff
2. Training / Certification of Staff
3. Specific Duties / Responsibilities of Staff
4. Entry / Exit / Re-Entry Procedures
5. Crowd Management
6. Crime Prevention through Environmental Design (CPTED)

#### Business Plan

1. Business Plan Summary: Target Audience, Theme, Objectives / Goals
2. Projected Revenue: % Alcohol Vs. Food Sales
3. Fees For Entry / Membership / Entertainment
4. Status Of City Business License Application
5. Status Of SCDHEC 'Retail Food Establishment' Permit, If Applicable
6. Status Of Abl-901 Application To SC Department Of Revenue
7. Provide Documentation That Sled Requirements Have Been Met



# city of greenville

**Provide a response for each of the following:**

1. Describe the ways in which the proposed use is consistent with the comprehensive plan.  

---

---

---

---
2. Describe the ways in which the request is appropriate for its location and is compatible with the character of existing and permitted uses of surrounding lands and will not reduce the property values thereof.  

---

---

---

---
3. Describe the ways in which the request will minimize adverse effects on adjacent lands including: visual impacts; service delivery; parking and loading; odors; noise; glare; and, vibration. Describe the ways in which the request will not create a nuisance.  

---

---

---

---

## **Meet With the Technical Advisory Committee**

Applications for Zoning Compliance will be reviewed by the Technical Advisory Committee (TAC), a City Staff committee comprised of representatives from the following City Departments and appointed by the City Manager:

Building Codes and Inspections  
Business Licensing  
Economic Development  
Public Information and Events

Police  
Fire  
Planning  
Legal

The Technical Advisory Committee convenes once-a-month to meet with Applicants and review Conditional Use Permit applications that may be granted by the Zoning Administrator. This process promotes a more comprehensive understanding of the Applicant's proposal, which in turn conveys a more comprehensive understanding of the multiple Departments' operating requirements and expectations.

**The Applicant, Business Owner, and Property Owner (if different) are required to attend a regularly scheduled TAC meeting prior to granting a Conditional Use Permit.** Managers and anyone involved in operating the business are also encouraged to attend. The meeting date, time, and exact location within City Hall will be confirmed upon submittal of this application to the Planning and Development office on the 5<sup>th</sup> floor of City Hall.

**Cowboy Up**  
**17 East Coffee Street**

**OPERATING PLAN**

**1. Type of use:** Bar and Grill. Beer, wine and liquor will be served.

**2. Hours of operation:** Monday: Closed  
Tuesday -Wednesday: Noon to Midnight  
Thursday-Saturday: Noon to 2am  
Sunday: Noon to Midnight

**3. Staffing schedule:** Afternoon shift: 10am to 6pm  
Evening Shift: 6pm to one hour after closing.

**4. Kitchen equipment schedule:** Mop Sink, Ice Machine, 3 comp sink, Dishwasher, Worktop Refrigerator, Sandwich Prep Station. Range/Griddle. Deep Fryer. Walk-In Cooler. Type 1 Exhaust Hood.

**5. Menu and hours of food service:** Menu will consist mainly of burgers, chicken sandwich, wings, french fries, salad. The food service hours will be daily from opening until Midnight.

**6. Parking for customers and employees:** There is no dedicated parking available therefore it will be necessary to rely on public parking. There are several public parking garages nearby.

**7. Designated smoking area:** N/A

**8. Type of entertainment and duration:** Due to the small space constraints of the building solo/duo music performers will be playing at a moderate and comfortable sound level, inside, with doors closed. The duration of the performances will be tailored to our peak business hours but might occur at any time and any length during our operating hours. Please refer to the Hours of Operation listed above.

**9. Closing / last call procedures:** A "Last Call" announcement will be made 15 minutes prior to closing. Additionally, live music performers will stop prior to the last call announcement. All customers will be off premises prior to closing. Please refer to the Hours of Operation listed above.



## SECURITY PROCEDURES

**1. Number and type of designated security staff:** During slow times, in-house security will be handled within our staff who will be responsible for checking ID's, keeping the occupancy count below our maximum allowed number, monitoring the crowd for potential safety threats, and alerting first responders in the event of an emergency. When large crowds are expected, SLED certified private security guards will be hired to perform the aforementioned security tasks in addition to our normal staff security.

**2. Training / certification of the staff:** Each employee will be properly trained and earn their required level of certification for their position which may include but not limited to ServSafe, TIPS, and other standard restaurant and bar industry training. Employees without adequate certifications will not be allowed to serve alcoholic beverages.

### **3. Specific duties / responsibilities of staff:**

**Bartender** – The Bartenders will be the primary customer service contact and will have the majority of the floor responsibilities. They will make and serve drinks, take food orders, and count cash and credit card receipts every night after closing. Bartenders will check customer IDs for legal drinking age when IDs are not checked at the door.

**Barback** – The barback will keep the bar and surrounding area clean and free for movement, keep all needed items stocked and easily reachable for the bartenders. The barback will also clean the bar at the end of the night and prepare it for the next shift.

**Servers** - Servers will take orders, clean tables, and deliver food to customers. Servers will check customer IDs for legal drinking age when IDs are not checked at the door.

**Kitchen Staff** – The kitchen staff will maintain the ingredients, prepare the charcuterie boards, wash dishes and keep the kitchen clean and in compliance with DHEC regulations.

**Security** – When large crowds are expected, security staff will monitor entry points and check ID's for legal drinking age prior to customer entrance, and maintain the order and safety of patrons and employees.

**Assistant Managers** - The assistant managers will be on premise during all operating hours to handle all customer service complaints and issues. They will oversee the working staff to ensure compliance with all applicable laws and codes.

**General Manager** - The GM will oversee all operations of the business such as personnel management, scheduling, supplies stocking.

**4. Entry / exit and re-entry procedures.** The front door will act as the primary entrance and exit for normal hours of operation. When security is needed all ID's will be checked at the front door and occupancy number will be continuously monitored. In the case of an emergency all of

the patrons will be directed to leave via the closest exit. All exits will be clearly marked and egress aisles will be kept clear at all times.

**5. Crowd management** - When necessary there will be a security guard (either staff or SLED certified third-party) located at the front door continually counting for occupancy to ensure the number of occupants inside the building does not exceed the maximum number allowed. If maximum occupancy is reached, customers will be asked to wait outside until an adequate number of occupants leave the premises which will allow them to enter. Substantial sidewalk space is available outside of the main entrance.

**6. Crime prevention through environmental design** - The bar will be positioned to allow bartenders and servers full view of the entire restaurant at all times. Several transparent full height windows allow clear sight lines to the sidewalk outside the building as well as views into the space at night.

## **SEATING PLAN**

**1. Seating plan** - Please see attached life safety plan.

**2. Schedule a feasibility inspection of the property** - A feasibility inspection will be scheduled

## **BUSINESS PLAN**

**1. Business Plan Summary:** Target customers are young professionals, tourists, and local restaurant-goers aging from 25 - 60. Theme is an upscale country bar and grill/. Objective and goal is to enhance downtown Greenville with a fun place to grab a burger, have a beer and enjoy some country music.

**2. Projected revenue % alcohol vs. food sales** - 75 % alcohol vs 25 % food.

**3. Fees for entry / membership / entertainment** - There will not be a fee for entry. No membership will be offered. Entertainment will be free to customers.

**4. Status of city business license application** - To be applied for.

**5. Status of SCDHEC retail establishment permit if applicable** - To be applied for.

**6. Status of ABL-901 application to SC department of revenue** - To be applied for..

**7. Provide documentation that SLED requirements have been met** - To be applied for.

